

D/S MEMO 8-54

30 September 1954

TO : Branch Chiefs, D/S

SUBJECT: Report for AD/RR concerning time spent at NSA

1. Each branch shall submit, in quadruplicate, a weekly statement of time spent at NSA. The report is to include the name of the individual (chief, analyst, clerk), the number of hours (excluding travel time) for each separate day of the week, and the NSA division and branch in which the time was spent. The suggested format to be used is as follows:

<u>Analyst</u>	<u>Day</u>	<u>No. of Hours</u>	<u>NSA Component</u>
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2. Branch reports are due in D/S Headquarters by no later than 1000 of the first working day of the week immediately following the reporting week. All reports are to be classified: "Secret - Not to be Removed from Special Centers".

3. D/S Division Office will consolidate the branch reports for submission to the AD/RR, through the Special Support Staff and Chief/E.

4. The first report, covering the week 27 September - 1 October, will be submitted on 4 October 1954.

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~~NOT TO BE REMOVED FROM SPECIAL CENTERS~~